

100 FSS/FSMC  
LOCAL NATIONAL DIRECT HIRE  
Unit 4925, Box 290, Building 435  
RAF Mildenhall, IP28 8NF

For further information Contact: RAFM 01638 54 2677/2292/5036/3662

VACANCY ANNOUNCEMENT NUMBER:		VA11-RPA640378LAK-MAY	
OPENING DATE:		CLOSING DATE:	
POSITION TITLE:	<b>Housing Management Assistant (Housing Inspector/QAE)</b>	BASIC PAY RANGE FOR GRADE:	<b>£10.51 - £14.36</b>
PAY PLAN:	<b>S-1173-07</b>	CATEGORY	Regular Full time 37.50 hours per week
LOCATION/ACTIVITY:	RAF LAKENHEATH		
90-DAY REGISTER:	<b>THIS ANNOUNCEMENT MAY RESULT IN A 90-DAY REGISTER THAT MAY BE USED TO FILL LIKE VACANCIES FOR 90 DAYS AFTER THE CLOSING DATE. APPLICANTS MAY BE REFERRED FOR CONSIDERATION AS VACANCIES OCCUR.</b>		
AREA OF CONSIDERATION:	Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK; all applicants will require a security clearance – those requiring a security clearance through the UK Defence Vetting Agency will only be considered provided they have completed a minimum of 5 years residency within the UK. No Transportation/Interview/Housing costs involved.		
DUTIES AND RESPONSIBILITIES:			
<p><b>Please provide detailed work experience as it relates to the required Knowledge, Skills and Abilities below, as this will be used to determine qualifications for this position.</b> The primary purpose of this position is to perform a variety of housing assignments related to maintainability, habitability, and cleanliness of housing units; and to provide contract surveillance, performing inspector duties related to maintenance, repair, and janitorial requirements. Performs installation housing facilities services. Conducts joint resident/management inspections of quarters to evaluate appearance, structural stability, maintenance, and habitability of the units, equipment, and facilities. Monitors service contracts within this functional responsibility. Receives inquiries and/or complaints from customers. Investigates complaints, validates, or clarifies the situation explaining the requirements such as timeliness, quality of service and other items affecting the complaint. Performs surveys of housing units, streets, utility systems, roofs, drainage, and other conditions for input to housing improvements, maintenance, alterations, modification, and construction programs and projects. Reviews all self-help work orders and recommends approval or disapproval. Inspects completed projects to insure that work is completed satisfactorily and in accordance with standards of adequacy.</p>			
KNOWLEDGE, SKILLS, AND ABILITIES (KSA):			
<ol style="list-style-type: none"> <li>1. Knowledge of housing management policies, directives, and procedures related to government-owned housing facilities.</li> <li>2. Knowledge of the basic principles, techniques and methodology of housing management and apply them to scheduling, and coordinating operation and efficient use of government quarters and facilities.</li> <li>3. Knowledge of contracting provisions sufficient to ensure proper negotiations or commitment of government funds.</li> <li>4. Skill to manipulate computer data through input, retrieval, or storage of data.</li> <li>5. Skill in conducting inspections, technical studies, and surveys.</li> <li>6. Ability to communicate effectively with a diverse group of individuals, both orally and in writing.</li> </ol>			
MEDICAL/SECURITY REQUIRMENTS:			
<input checked="" type="checkbox"/>	UK CIVIL VETTING CLEARANCE	<input checked="" type="checkbox"/>	PHYSICAL
			FOOD HANDLERS
<input type="checkbox"/>	NONE		
QUALIFICATION REQUIREMENTS:			
Education or equivalent combination of education and experience may be substituted for all required experience, apprenticeships, or further education/training in related fields. Education must demonstrate the knowledge, skills, and abilities necessary to do the work. Submit transcripts/proof of qualifications/certificates directly related to the duties of the position. Professional housing certification is desirable			
LICENSE AND CERTIFICATION REQUIREMENTS:			
Driving license required			
HOURS OF DUTY:			
Regular tour of duty may include some overtime. May be subject to temporary duty assignments.			
WORK ENVIRONMENT:			
Work involves frequent travel and inspections in and about project facilities requires some physical exertion while standing for long periods, walking on uneven surfaces, and bending, reaching, or stretching. Work involves everyday risks or discomforts. The work area is usually			

adequately lighted, heated and ventilated. There are scheduled visits to housing units or facilities where there may be exposure to dirt, dust or other irritants caused by repair or maintenance activities.

**BENEFITS:**

To include, but not limited to, Paid Annual and Sick Leave, free Life Insurance and Stakeholder Pension Scheme from date of hire.

**HOW TO APPLY:**

Interested candidates must complete a RAF Mildenhall, Application for LNDH Employment with the United States Air Force in the United Kingdom, obtainable from this office or local Job Centre. All applications, with relevant attachments and/or CV/Resume with application, should be emailed [100fss.fsmc3@mildenhall.af.mil](mailto:100fss.fsmc3@mildenhall.af.mil) or mailed to 100 FSS/FSMC (LNDH), Unit 4925, Box 290, Building 435, RAF Mildenhall, Suffolk IP28 8NF. Applications can also be obtained at [www.mildenhall.af.mil/units/100fss/civilian\\_personnel.asp](http://www.mildenhall.af.mil/units/100fss/civilian_personnel.asp)

**EQUAL OPPORTUNITY EMPLOYER:**

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

**FOR MORE INFORMATION:**

If you require any further assistance or if you just have a general inquiry, you may telephone Frances Bodle (01638) 545036, or Barbara Dudash on (01638) 543662, or stop by our office in building 435, RAF Mildenhall.